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Secretariat

ST/SGB/255
24 December 1992

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: ORGANIZATION OF THE SECRETARIAT: DEPARTMENT OF ADMINISTRATION AND MANAGEMENT*

1. With effect from 1 January 1993, the Office of Conference Services, the Office of General Services and the Office of Programme Planning, Budget and Finance will be headed by officials at the Director (D-2) level. 1/

2. The Directors will exercise the same functions and authority formerly exercised by the assistant secretaries-general for those offices.

3. The Field Operations Division of the Office of General Services is transferred to the Office of the Under-Secretary-General for Administration and Management and headed by an official at the Director (D-2) level.

4. The Management Advisory Service is transferred from the Office of Programme Planning, Budget and Finance to the Office of the Under-Secretary-General for Administration and Management and headed by an official at the Principal Officer (D-1) level.

5. The Internal Audit Division will continue to report to the Office of the Under-Secretary-General for Administration and Management and be headed by an official at the Director (D-2) level.

* Personnel Manual index No. 93.

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6. The present bulletin should be read in conjunction with bulletin ST/SGB/256 of 24 December 1992 on the appointment of senior officials.

Boutros BOUTROS-GHALI
Secretary-General

Notes

1/ As announced in bulletin ST/SGB/254 of 2 November 1992, the Office of Human Resources Management has been headed by an official at the Director (D-2) level since 1 November 1992.

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24 December 1992

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: APPOINTMENT OF SENIOR OFFICIALS*

1. The following changes are announced in the Department of Administration and Management, effective 1 January 1993.

2. Mrs. Francoise Cestac is appointed Director of Conference Services, Office of Conference Services.

3. Ms. Carole Thompson is appointed Director of General Services, Office of General Services.

4. Mr. Armando Duque is appointed Director of Personnel, Office of Human Resources Management. 1/

5. Mr. Jacques Baudot is appointed Director of Programme Planning, Budget and Finance, Office of Programme Planning, Budget and Finance, and Controller.

6. Reference to the assistant secretaries-general for the above-mentioned offices in all current administrative issuances should be considered as amended to reflect the new designations.

7. The present bulletin should be read in conjunction with Secretary-General's bulletin ST/SGB/255 of 24 December 1992 on the organization of the Secretariat: Department of Administration and Management.

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* Personnel Manual index No. 95.

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8. Secretary-General's bulletins ST/SGB/236 of 3 August 1990 and ST/SGB/250 of 18 March 1992 are hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

Notes

1/ Mr. Duque's appointment was effective 1 November 1992.